

**CHECKLIST OF REQUIREMENTS
FOR ACCREDITATION OF COLLECTION AGENCY**

1. Accreditation Information Sheet (*HQP-HLF-192, 2 copies*)
2. Company Profile (*HQP-HLF-193*)
3. Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI)
4. Mayor's Permit issued by the city or municipality where the principal place of business is located
5. Secretary's Certificate
6. Audited Financial Statements for the last three (3) years stamped received by Bureau of Internal Revenue (BIR) or its accredited and authorized institutions
7. Certificate of Registration issued by Department of Labor and Employment (DOLE) under Department No. 18-02, Series of 2012
8. Proof of membership of all coverable employees and qualified workers with Pag-IBIG Fund including payment of contributions and employer's counterpart
9. Statement of all its ongoing and completed government and private contracts for the last three (3) years including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be accredited.
10. Organizational Structure
11. Authorization to allow Pag-IBIG Fund's authorized representative to conduct ocular inspection in place of work.
12. Sketch of business address

NOTE: Please bring original documents for authentication.

The Pag-IBIG Fund reserves the right to request additional documents to facilitate evaluation process.

(July 2012)

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